



**Department of Livestock**

**Agency Information Technology Performance Report  
2017 Biennial Report**

**Please complete this report by close of business October 25, 2016.**

**Please upload your final Performance Report and all applicable spreadsheets to your individual Agency folder in the Biennial Reporting SharePoint Site found at:**

[https://ent-sp1.mt.gov/sites/bienrpt/\\_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).

MCA [2-17-521\(4\)](#) requires the Department of Administration to prepare a biennial report on Information Technology (IT) based on the Agency IT Plans and Performance Reports required under MCA [2-17-524](#).

This performance report evaluates progress made towards the objectives articulated in your 2014 Agency IT Plan, which can be found at:

[https://ent-sp1.mt.gov/sites/bienrpt/\\_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).

Please answer each section below based on your 2014 Agency IT Plan (*add lines to the tables as needed*).

**Section 1:** An evaluation of the Agency's performance relating to IT (MCA [2-17-524\(3\)\(a\)](#)).

- Referencing the goals and objectives noted in Section 10 of your 2014 Agency IT plan, please fill in the table below with the information for each goal and objective.
  - 2014 Agency IT plans can be found in your Agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/\\_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).
- Please provide an update on the efforts to implement your Agency 2014 IT goals and objectives. Your update may include how a goal/objective has advanced the Agency mission.

GOAL	OBJECTIVES	UPDATE
Share systems, components and functionality across agencies, Montana political subdivisions and other states.	Increase use of consolidated platforms and shared services	Moved Helena Servers to SDMC and using WSUS and SCCM through SITSD

**Section 2:** An assessment of progress made toward implementing the Agency IT Plan (MCA [2-17-524\(3\)\(b\)](#)).

- Please detail progress made toward completing IT projects identified under section 11 of your 2014 Agency IT Plan.
  - Your Agency plan can be found in your Agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/\\_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).
- Please include project cost, schedule and completion information.
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Item	Description
Project name	<b>Livestock information sharing and Records management software Liv Apps</b>
Project/program purpose and objectives	The department needs an IT system to share with all Livestock divisions. This system will need to track fees collected in each division and provide an avenue for information sharing. This may involve setting up a department intranet web site. This system will include a module to assist with records management.
Estimated start date	No estimate yet
Estimated cost	No estimate yet
Funding source - 1	
Funding source - 2	

Annual Costs upon completion	No estimate yet
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Item	Description
Project name	<b>Milk and egg licensing and Milk Lab</b>
Project/program purpose and objectives	A new system is needed to improve the licensing process of Milk licenses and the tracking of Milk lab results and reporting.
Estimated start date	Currently in a solicitation stage.
Estimated cost	\$100,000 to \$200,000
Funding source - 1	Per Capita Fees
Funding source - 2	
Funding source - 3	
Annual Costs upon completion	<b>TBD</b>
Comments	The bids for a new Milk and Egg system are coming in higher than projected. We budgeted for \$50,000 and the bid came in around \$150,000. We do have one bid within the budget, but it does not fulfill what is required. We are researching the possibility of completing this project in-house.

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Item	Description
Project name	<b>Per Capita Fee verification system</b>
Project/program purpose and objectives	A system to check for those who have paid their per capita fee against our databases of those who have owned livestock and to flag those who do not match.
Estimated start date	An initial system was developed a couple years ago, but it requires human intelligence to verify the livestock owners who were flagged. The employee who developed this system resigned over a year ago and a new IT person needs to study the code and become familiar with using and supporting it.
Estimated cost	Internal
Funding source - 1	Per-Capita Fees
Funding source - 2	
Funding source - 3	
Annual Costs upon completion	Internal

**Section 3:** An inventory of agency information services, equipment and proprietary software (MCA [2-17-524\(3\)\(c\)](#)).

To collect data on “information services” and “proprietary software”, we are leveraging LDRPS (L10). Our goal is to utilize and maintain LDRPS as the authoritative source for this information.

- Please verify the information in the LDRPS Spreadsheet, making any necessary updates or additions.
- Please email your updated spreadsheet to Dawn Pizzini, subject matter expert, at [dpizzini@mt.gov](mailto:dpizzini@mt.gov).
  - The LDRPS spreadsheet can be found in your Agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/\\_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).
  - We will pull a final LDRPS Spreadsheet for submission as part of the Biennial Report based on your Agency’s input.

For “equipment”, we are utilizing the standard Agency Inventory Template Spreadsheet we have used for past biennial reporting and that we are currently using to gather information for the IT Convergence project. The spreadsheet can be found in your Agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/\\_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).

- If you **have** already provided your inventory for the IT Convergence project, please fill out the last tab labeled **DEVICES**.
  - Please review the entire workbook for accuracy and make any necessary changes.
- If you **have not** provided this inventory, please fill out the entire workbook.

Questions can be directed to:

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***Please complete this report by close of business **October 25, 2016**.***

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